



# Alexandria Township

*Incorporated 1765*

## BUILDING DEPARTMENT

**Phone: 908-996-7071 Ext 211**

**Fax: 908-996-4196**

### Residential Construction/Additions/ Renovations

All Prior Approvals:

- ✓ Septic/Well – Health Department – please call 908-788-1351
- ✓ Zoning/Planning Board – if applicable
- ✓ Zoning Officer – see Mike Mullen 2<sup>nd</sup> & 4<sup>th</sup> Thursday of each month 4:30-7:30 pm
- ✓ Soil Conservation – please call 908-788-9466
- ✓ Wetland Certification – Needs to be notarized
- ✓ Driveway Approval – Township Engineer, Tom Decker 908-359-8291

Jacket: Check cover & signature(s) inside cover

Subcodes: All included/sealed as needed

List of All Contractors

Copy of Home Improvement Contractors Registrations Certificate

Copy of Builder's Registration (New Homes Only) \*

Drawings/Plans (2 sets) including:

- ✓ Existing Floor Layout
- ✓ New Floor Plans (including basement)
- ✓ Building Elevations (all sides)
- ✓ Foundations Plan
- ✓ Framing Details (including roof)
- ✓ Energy Calculations
- ✓ Electrical Drawings
- ✓ Smoke Detector/Carbon Monoxide Locations
- ✓ Plumbing Riser Diagram
- ✓ HVAC Plan (approved by architect, if used)
- ✓ Detail of Combustion Air Compliance
- ✓ Framing Checklist – must be completed and kept on jobsite prior to framing inspection
- ✓ Plans can be drawn by homeowner (signed & dated) or must be signed and sealed by a licensed architect in the State of NJ

Construction plan review can take up to **20 business days after all prior approvals are obtained**. Every effort will be made to get the permits approved as quickly as possible and the responsible person in charge that is listed on the folder will be called as soon as the permit is ready for pickup.